

**BY ORDER OF THE 62D
AIRLIFT WING COMMANDER**

**AIR FORCE MANUAL 23-110, VOLUME 2,
PART 2, CHAPTER 14**



**62 AIRLIFT WING
Supplement 1**

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Supply

STORAGE AND RELATED OPERATIONS

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AFMAN 23-110, Vol II, Part Two, Chapter 14, is supplemented as follows: This chapter describes procedures for validating warehouse locations, storing and inspecting property. It also discusses the pickup and delivery of material, processing of unaccounted for property found on Air Force bases, and the use of Logistics Marking and Reading Symbols (LOGMARS) equipment in storing items and conducting warehouse validations. This supplement does not apply to Air Force Reserve or Air National Guard units.

SUMMARY OF REVISIONS

Renumbered paragraphs to agree with the paragraph numbers in the basic manual. Clarifies paragraph wording to gain a better understanding of the procedural requirements. Changed office symbols and names to reflect the Logistics Readiness Squadron. Deletes **14.26.1.**, All references to Inspection personnel. Deletes 14.31.2.1., Design local warranty/guarantee stamps. Deletes 14.71. and 14.72., Stamps may be used in lieu of signatures for supply personnel. Added Attachment 1 Glossary of References and Supporting Information. **A bar (|) indicates a change since the last edition.**

14.6.2. The Storage Element (62 LRS/LGRDMS) will maintain a file of adjustment documents for 60 days. The documents will be filed in date sequence. SATS is utilized in place of receiving notices or notice to stock documents.

14.9.1. When on line with the local area network (LAN), a retrieval program, such as the Automated Stock Number User Directory (ASNUD) will be used for specific data retrieval. When the retrieval program requires modification and is not usable, the Stock Number Directory (SND) (M14/NGV814) will be produced and placed on the LAN and used by Storage Element (62 LRS/LGRDMS) for data retrieval. The Locally Assigned ERRC Designator portion of the M14 will be provided or placed on the LAN for the Customer Service Center Section (LGRSC).

14.9.2. When the M14 is produced; locator-listing updates may be made after processing the Warehouse Location Change/ Delete (FCS) input. See AFMAN 23-110, Vol II, Part Two, Chapter 27, Paragraph 27.42.3.1.1.

14.17.4. A health hazard approval listing will be used.

14.23.2. (AMC1) Inspectors/limited inspectors will review functional check/dated item assets in their applicable area.

14.23.3. Change to Goals. The Flightline Service Center Section and Aircraft Parts Store Element will determine and maintain the condition, security classification, and identification of materiel under their direct control. The Material Examiners assigned to the Inbound Cargo Movement Element will perform all other functions. Material Examiners will establish and maintain close working relations with Maintenance Quality Control.

14.23.4.1. (Added) The Aircraft Parts Store Element (LGRDMA), Flightline Service Center Element (LGRDMF) and Storage Element (LGRDMS) will manage the Warehouse Inspection Program. The Chief Inspector assigned to the Inbound Cargo Movement Element will provide management assistance. Elements will document inspection results, open items and forward corrective action to the Procedures & Accountability Section for surveillance use.

14.26.1. All organizationally refused material will be returned to the Chief Inspector. The Material Examiners assigned to the Inbound Cargo Movement Element will perform all other functions. Inbound Cargo Movement Element Material Examiners will review the assignment of Numeric Parts Preference Code (NPPC) 4.

14.31.2. The Flightline Service Center Element and the Aircraft Parts Store Element will maintain records for material under their direct control. These records include current historical, warranty/guaranty, Technical Order Compliance (TOC), and other records for supplies and equipment. Records will be attached to the items involved when received, issued, turned in, or shipped. The Materials Examiner assigned to the Inbound Element will perform all other functions.

14.33. The Storage Element inspector is responsible for inspecting shelf life items in Aircraft Parts Store and Storage. Flightline Service Center Element will monitor shelf life items under their direct control. The Materials Examiner assigned to the Inbound Cargo Movement Element will perform all other functions.

14.33.6.2. The Flightline Service Center Element will inspect War Consumable Distribution Objective (WCDO) items in storage.

14.35.1. A central file of **DD Forms 1348-6-Single Line Item Requisition System Document** is scanned and maintained electronically by the Customer Service Center Section (62 LRS/LGRSC). The Customer Service Center Section will load descriptions for local purchase items into the Air Force Contracting Information System (AFCIS).

14.39. The Flightline Service Center Element, Storage Element and the Aircraft Parts Store Element will monitor Electrostatic Sensitive Device (ESD) items under their direct control. The Material Examiners assigned to the Inbound Cargo Movement Element will perform all other functions.

14.40.4.2. During initial receipt processing, Material Examiners will coordinate with Maintenance and process a "C" activity code Issue Request. The chief inspector will coordinate with maintenance to identify, control and maintain the list of Maintenance Functional Check items. The chief inspector will forward a copy of the Maintenance Functional Check listing to Aircraft Parts Store, Storage and Flightline Service Center assigned inspectors.

14.41.2. Inbound Cargo Movement Element personnel will coordinate with Lighthouse for the Blind (LHB) personnel on potential health hazard items assigned Issue Exception Code (IEX) 8, 9, M, or Health Hazard Flag that are stored in Distribution Flight warehouses/stockrooms.

14.41.3.1. Fire extinguisher bottles, NSN 1680-00-074-0448 and 1680-00-762-0327, contain an ozone-depleting chemical and are coded with IEX M. Items will be ordered by the Aircraft Parts Store Element and usage tracked through the Integrated System-Supply (ILSS), Environmental Management Information System (EMIS), and LHB.

14.42.1. The LHB will develop a computer file with the concurrence and assistance of the Base Bioenvironmental Engineering Services.

14.48.5. Upon receipt of a 343 reject or after turn-in of reparable/condemned Industrial Plant Equipment, the chief inspector in the Inbound Element will initiate the **DD Form 1342, DOD Property Record**, complete all blocks, and forward the completed form to Defense Supply Center Richmond.

14.51.1.1. (Added) Deliveries for local manufactured items not stored in warehouse segments are accomplished by Flightline Service Center Section (62 LRS/LGRDMF). LHB will deliver Hazardous Material Pharmacy items IEX 8,9,M.

14.68.2.1. (Added) (NOTE) The Flightline Service Center Element will initiate requests for special inventory for XD and XF items found-on-base. Repair cycle items will be delivered to the Flightline Service Center Element for processing. The Material Examiners assigned to the Inbound Cargo Movement Element will perform all other functions.

14.69. A written signature is used in lieu of a standard, serially numbered stamp.

Attachment 14E-1 (Added)**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 23-110 Volume 2, Part 2, Chapter 27, 1 October 2002

Abbreviations and Acronyms

AFCIS—Air Force Contracting Information System

AIS—Automated Image System

ASNUD—Automated Stock Number User Directory

DD Form 1342—DOD Property Record

DD Form 1348-6—Single Line Item Requisition System Document

DOR—Due-out Release

EMIS—Environmental Management Information System

ERRC—Expendability, Recoverability, Reparability, Cost Designator

ESD—Electronic Sensitive Device

FCS—Warehouse location load/change

IEX—Issue Exception Code

ILSS—Integrated Logistics System-Supply

ISU—Issue Request

LAN—Local Area Network

LHB—Lighthouse for the Blind

LOGMARS—Logistics Marking and Reading Symbols

LRS—Logistics Readiness Squadron

SND—Stock Number Directory (M14/NGV814)

TCTO—Time Compliance Technical Order

TOC—Technical Order Compliance

WCDO—War Consumable Distribution Objective

343 Reject—Required Delivery Date/Advice/Tex Code in Error

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